**Attendance Policy**

**Purpose of Policy**

Although we recognise that attending nursery is not statutory, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties. We recognise the connections between attendance, attainment, safeguarding and wellbeing. We also believe that a good attendance routine at nursery sets the pattern for when their school journey begins.

**Promoting Regular Attendance**

To support good attendance, and safeguarding at Rainbow Nursery, we will:

* Ensure the nursery is welcoming and every child feels a sense of belonging and connectedness.
* Ensure the nursery is open at the stated times and parents/carers are informed in advance of all in-service and holiday dates when the nursery will be closed.
* Ensure the regular, efficient, and accurate recording of attendance is completed by staff each day. This further supports our approach to safeguarding within the school.
* Safeguarding is taken seriously and we will always contact you if you have not made contact with us regarding your child’s absence.

Rainbow Nursery recognises that poor attendance is often an indication of difficulties in a child’s life and their lived experience. This may be related to problems at home or in nursery. Parents/carers should inform the nursery of any difficulties or changes in circumstances that may affect their child’s attendance and or behaviour in nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the nursery to identify any additional early help that may be required.

**Understanding Barriers to Attendance**

Whilst any child may occasionally have time off nursery because they are too unwell to attend, sometimes they can be reluctant to attend nursery. Any barriers preventing regular attendance are best resolved between the nursery, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend nursery, then we will work with that family to understand the root problem and provide any necessary support. All agencies who work with children have a duty to ensure all children are safe and looked after appropriately.

**Absence Procedures**

It is the responsibility of the parent/carer to notify the nursery by phone, email or Whatsapp if their child will be absent for any reason e.g. illness, holiday, etc. If parents know about holidays in advance it is greatly appreciated to be informed of these.

If your child attends a morning or full day session, please inform us by 10.00am of any absence or by 2:00pm for an afternoon session. Messages of absence from parents will be passed onto the staff in the room. If we haven’t heard from you a member of staff will contact you by telephone to obtain the reason for absence. If we cannot reach you, we will leave a message and send an email or Whatsapp message. We will also keep a record of non-attendance and of our contact attempts.

If contact cannot be made through phone calls and messages after one week, we do have a duty of care and therefore may refer to outside agencies based on safeguarding concerns. If after one month the child has not attended nursery and a reasonable reason has not been shared, the child’s name will be removed from the nursery register and the place may be allocated to another child on the waiting list.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*